

Dear Hiring Manager,

I am writing to express my interest in the IT Project Coordinator position. With a Bachelor's Degree in Information Technology, a Project Management Graduate Certificate, and extensive experience in project management, I am confident in my ability to drive successful project outcomes and contribute to your team.

I spent five years as the Implementation Manager at BNP Paribas in Ho Chi Minh City, where I successfully implemented banking systems for over 20 clients annually. I consistently delivered projects on time and within budget, generating over 600,000 CAD in revenue. Managing multiple projects simultaneously, I ensured smooth execution and high customer satisfaction. My ability to meet deadlines and stay within budget was key to the success of these projects.

Currently, as a Project Coordinator at Gatta Homes, I lead property management projects, ensuring timely task completion while focusing on cost-efficiency and quality. I implemented a tracking system that reduced maintenance request resolution time by 20%, demonstrating my ability to drive operational improvements.

In my previous role as an Operation Manager at Toucan Real Estate, I was responsible for training staff, achieving budget targets, and driving operational efficiency. My process improvements led to a 15% increase in efficiency, and I worked closely with teams to ensure client satisfaction and smooth operations.

My technical skills, including proficiency in Java, Python, and Agile methodologies, combined with strong problem-solving and communication abilities, have allowed me to excel in project coordination roles. I am also expanding my technical knowledge through my studies in Software Development at George Brown College.

I am excited about the opportunity to bring my skills and experience to your team. I look forward to discussing how my background aligns with your needs. Thank you for your time and consideration. Please feel free to contact me at 647-916-4117 or via email at cthanhdo.ca@gmail.com.

Sincerely,
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